



# Preliminary Plat Application Checklist

Project Name: \_\_\_\_\_ COS Project Number: \_\_\_\_\_ - PA - \_\_\_\_\_

Please note that not all information listed on the checklist will be required; those items most typically required are identified with a checkmark. **Schedule a meeting with your project coordinator before submitting your application.** At your pre-application meeting, your project coordinator will identify which items are required for submittal. For more information, or to schedule your submittal meeting, call Current Planning at 480-312-7000.

## PART I -- GENERAL REQUIREMENTS

*All Graphics And Plans Shall Be To Scale And Dimensioned.*

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all information in above section and without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Completed Application Checklist ( <i>this form</i> )
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee -- \$ _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Application Form ( <i>form provided</i> )
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Agreement for the Waiver of Claims for Diminution in Value of Property (PDF version attainable through city website <a href="http://www.scottsdaleaz.gov">www.scottsdaleaz.gov</a> )
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Records Packet (obtained through Records Department)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Letter Of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Project Narrative (form included) <i>Include justification for any proposed Amended Development Standards</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Proposed Amended Development Standards (see sample) – should meet Maricopa County recording requirements. <ul style="list-style-type: none"><li>Proposed amended development standards justification form (attached)</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	9. Current Title Insurance Policy <ul style="list-style-type: none"><li>8-1/2" x 11" -1 copy</li><li>Not older than 30 days</li><li>Must show current owner</li><li>Include Schedule A and Schedule B</li><li>Commitment of Title is not acceptable</li></ul> <p><b>**This is used to verify the person requesting abandonment is indeed the owner, verifies any other encumbrances on the property under Schedule B that may need to be included, verifies signature authority and identifies any lien holders if dedications are required.</b></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Legal Description: <ul style="list-style-type: none"><li>8-1/2" x 11" -1 copy</li></ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Site Location Map (see sample) <ul style="list-style-type: none"><li>8-1/2" x 11 – 1 copy</li></ul>

## Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088

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### General Requirements (continued)

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>9. Provide A Combined Context Aerial And Context Site Plan (<i>minimum of ½ mile in each direction</i>):</b></p> <ul style="list-style-type: none"> <li>Full size -<b>2 color copies</b></li> <li>8-1/2" x 11" -<b>1 color copy</b></li> </ul> <p><b>Aerial Shall Not Be More Than 1 Year Old And Shall Include An Overlay Of The Site Plan</b> showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <div style="margin-left: 40px;"> <p>_____ 1 mile</p> <p>_____ other</p> </div> <p>Show the proposed site plan in relation to surrounding development including the following:</p> <ul style="list-style-type: none"> <li>Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls)</li> <li>Label surrounding zoning and land uses</li> <li>Streets including sidewalks, and any surrounding driveways or intersections</li> <li>Show bike paths and trails</li> <li>Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).</li> </ul> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>10. Existing Conditions Photo Exhibit: Provide Photos, Use Same As In DRB Packets On 8-1/2" x 11" Size Paper</b> (Printed digital photos are OK) (see example)</p> <ul style="list-style-type: none"> <li>Photos mounted on cardboard, foamboard, particleboard, posterboard or other material will not be accepted.</li> <li>See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.</li> <li>Provide <b>12 color original</b> sets</li> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>11. Preliminary Plat Notification Affidavit</b> (form attached)</p>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>12. Digital Subdivision Plat Submittals:</b> (See attached "Notification of Digital Subdivision Plat Submittal," "Subdivision Plats CAD Layering Guidelines," "Subdivision Plats CAD Standards and Naming Conventions") and digital submittal requirements – <b>2 copies</b> due as shown below:</p> <ul style="list-style-type: none"> <li><b>1st Copy</b> -due at time of submittal for preliminary plat (<b>Note:</b> If there are changes in the number of lots during the Development Review process, a revised digital file submittal will be required.)</li> <li><b>2nd Copy</b> – due with the mylar submittals for final plat</li> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p><b>13. Archaeological Resources</b></p> <ul style="list-style-type: none"> <li>Certificate of No Effect / Approval Application Form (form included)</li> <li>Archaeology Survey and Report -<b>2 copies</b></li> <li>Archaeology 'Records Check' Report Only -<b>2 copies</b></li> <li>Copies of Previous Archeological Research -<b>1 copy</b></li> </ul>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <p><b>14. Historic Property:</b> (existing or potential historic property)</p> <ul style="list-style-type: none"> <li>Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan</li> </ul>  |

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- ☐ ☐ **15. Completed Airport Communication Form** -Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)

- ☐ ☐ **16. Policy On Appeals Of Required Dedications And/Or Exactions** (see attached)

- ☒ ☐ **17. Neighborhood Involvement** (information packet provided)

### PART II -- REQUIRED PLANS & RELATED DATA

*All Graphics And Plans Shall Be To Scale And Dimensioned.*

- ☒ ☐ **1. Preliminary Plat and Site Plan:** (include all recorded plat information within 100+ feet of the plat boundary and show all applicable setbacks on each site (see included Plan and Report Requirements))

- 24" x 36" -**19 copies**
- 8-1/2" x 11" -**1 copy**
- Digital -**1 copy** (See included Digital Submittal Plan Requirements)

**Please Provide 19 Additional Sets For City Departmental Review**

#### **2. Conceptual Landscape & Walls Plans:**

- ☒ ☐
- 24" x 36" -**1 color copy**
  - 8-1/2" x 11" -**1 color copy**

- ☒ ☐ **3. Proposed Codes, Covenants, & Restrictions (CC&R's):**

- 8-1/2" x 11" -**1 copy**

- ☒ ☐ **4. Phasing Plans** showing the proposed infrastructure and access to each phase of the development:

- 24" x 36" -**1 copy**
- 8-1/2" x 11" -**1 copy**

### PART III -- ENGINEERING & RELATED DATA REQUIREMENTS

*All Graphics And Plans Shall Be To Scale And Dimensioned.*

- ☒ ☐ **1. Results Of Alta Survey**

- 24" x 36" -**1 copy**

- ☒ ☐ **2. Topography Map:** (refer to ESL Ordinance for specific contour intervals):

- 24" x 36" -**1 copy**
- 8-1/2" x 11" -**1 copy**

- ☒ ☐ **3. Drainage Report:** See Sec. 4.700 of the City's Design Standards & Policies Manual for specific submittal and content requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial/topo maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.

- 8-1/2" x 11" -**2 copies** of the Drainage Report including full size plans/maps in pockets
- Digital -**1 copy** (See included Digital Submittal Plan Requirements)

**Planning Systems will not process project applications until the Drainage Report contains sufficient information in detail, scale and clarity for review.**

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**NOTICE- DRAINAGE REQUIREMENTS**

**Be advised that obtaining these permits or providing the Special Inspection Checklists and Certificate of Special Inspection of Drainage Facilities may be a lengthy process and may affect the timing of your project.**

**SECTION 404 PERMITS.** Prior to issuance of any City permits, developers must submit the City of Scottsdale Section 404 Certification Form.

**NPDES.** A NPDES Notice of Intent and Storm Water Pollution Prevention Plan may be required (see DSPM guidelines).

**SPECIAL INSPECTIONS AND CERTIFICATION.** Prior to the issuance of Certificates of Occupancy and/or Letters of Acceptance by the Inspection Services Division, the developer, at its expense, shall submit the Certificate of Special Inspection of Drainage Facilities, Certificate of Compliance, and all special Inspection Checklists requires by the Planning and Development Services Department.

- ☒ ☐ **4. Water Sampling Station**
- Show location of sample stations on the preliminary plat.
  - Fax **8 ½" x 11" copy** of the preliminary plat with sampling stations to the Water Quality Division.
- Attn:** Craig Miller. Fax 480-312-8728/ Phone 480-312-8743

- ☐ ☐ **5. Traffic Impact Study** (Refer to TIMA Process Overview Document)
- **3 copies**

- 6. Cross Section Detail** -Conceptual design submittals needed to assess the physical impact of the proposed development.
- ☒ ☐
- **Site Cross-Sections** Showing existing and proposed grade lines, and all finished floor elevations of adjacent sites (as determined by project coordination manager)
  - **Drainage Structures** (when topography or channel are significant)
  - **Retaining Walls** (when topography is significant).

- ☒ ☐ **7. Water Study** (basis of design report)

- ☒ ☐ **8. Waste Water Study** (basis of design report)

**PART IV -- ENVIRONMENTAL SITE PLANS – for each of the following checked site plans provide:**

- **24" x 36" - 1 copy**
- **8-1/2" x 11"- 1 copy**

- ☒ ☐ **1. Natural Area Open Space (NAOS) Analysis Plan**

- ☒ ☐ **2. Proposed Development Envelope Concept Plan**

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## Preliminary Plat Application Checklist

### Environmental Site Plans (Continued)

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Color Slope Analysis Superimposed on Topography Map With NAOS Calculations  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Cuts & Fills Site Plan  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. Native Plant Submittal (identifying location of protected plants in relationship to plat improvements): <ul style="list-style-type: none"><li>• 24" x 36" -1 copy of plan</li></ul> See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Topography/Aerial Overlay With Site Plan Superimposed   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Landforms Types Map   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. Unstable Slopes/Boulder Rolling Map & Report  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9. Bedrock & Soils Map & Report  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10. Conservation Area, Scenic Corridor, Vista Corridor Plans Map (including typical cross-section details & concept narrative)   |
| <input type="checkbox"/>            | <input type="checkbox"/> | 11. Bikeways & Trails Plan (including typical cross-sections)  |
| <input type="checkbox"/>            | <input type="checkbox"/> | 12. Other: _____   |

### PART V -- SUBMITTAL REQUIRMENTS AFTER HEARING DATE DETERMINED

\*\*\* Note: Each Checked Item Indicated Below Requires The Following Number Of Copies:

- 11" x 17" -12 color copies Sets (A set consists of one of each required 11"x17")
  - 8-1/2" x 11" -1 color copy of the plan set
- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Color Context aerial and Context site plan                                 |
| <input type="checkbox"/> | Preliminary Plat and Site plan   |
| <input type="checkbox"/> | Color conceptual landscape plan  |
| <input type="checkbox"/> | Phasing plan   |
| <input type="checkbox"/> | Topography map   |
| <input type="checkbox"/> | Color Natural Area Open Space (NAOS) Analysis Plan                         |
| <input type="checkbox"/> | Color Proposed Development Envelope Concept Plan                           |
| <input type="checkbox"/> | Color Slope Analysis Superimposed On Topography Map With NAOS Calculations |
| <input type="checkbox"/> | Cuts & Fills Site Plan   |
| <input type="checkbox"/> | Native Plant Submittal   |
| <input type="checkbox"/> | Color Topography/Aerial Overlay With Site Plan Superimposed                |
| <input type="checkbox"/> | Landforms Types Map  |
| <input type="checkbox"/> | Color Conservation Area, Scenic Corridor, Vista Corridor Plans Map         |

PROJECT COORDINATOR \_\_\_\_\_ DATE \_\_\_\_\_

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